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APPENDIX C
GUIDELINES FOR RECOMMENDED CORRECTIVE ACTIONS

The following guidelines shall be used in the composition of recommended corrective actions:

a. A causal factor may call for more than one recommendation.

b. Place only one recommendation in a subparagraph. Recommendations are normally referenced by paragraph number/letter. Each subparagraph shall therefore contain a single recommendation.

c. Address only one subject in each recommendation. Avoid dual recommendations ("do this and do that") and avoid alternative recommendations ("do this or do that"). If alternatives are apparent, select and recommend the optimum.

d. Express each recommendation in a complete, self-explanatory statement. Recommendations are often separated from their parent report. They must stand alone. As a minimum, each recommendation shall state who should do exactly what. Sometimes, how, where and when are also appropriate. Determination of appropriate action agencies ("who") may require some research.

e. Recommended final solutions. Avoid recommending interim steps toward a desired end. Recommend final, definitive solutions, rather than half-measures such as "study," "review," "research," "evaluate," "vigorously explore," or "pursue."

f. Make practical recommendations. Avoid vague wishful thinking which usually includes terms such as "all pilots -----", "all aircrews --- -----", "----- be re-emphasized," and "----- be stressed." Describe precisely how the desired end is to be accomplished, and by whom.

g. Make comprehensive recommendations. When a hazard is common to an entire aircraft community and recommended corrective action could be of benefit to all, do not limit a recommendation to local actions: Write it to apply to all who could benefit.

h. Make uninhibited recommendations. Do not suppress valid recommendations because they appear to be too expensive, too difficult, or imply criticism. A decision in favor of the

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desired action may be pending only the impetus of a recommendation.

i. Delete extraneous material from recommendations. Analysis, conclusions, and justification belong elsewhere in reports.

j. Recommend use of established procedures for changes of publications. When appropriate, recommend who (usually the reporting custodian) should submit exactly what change to NATOPS, Naval Aircraft Maintenance Program Directives, and NWP, etc. Include a verbatim draft of the recommended change to show exactly what is intended.

k. Confine recommendations to the investigated mishap/hazard. Ensure that recommendations are pertinent to hazards detected in the investigation.